

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

Classification: Associate Information Systems Analyst (Spec) Salary: \$4619 - \$5897
Permanent, Full Time

Location: Department of Veterans Affairs
Information Services Division
1227 "O" Street
Sacramento, CA 95814

WHO SHOULD APPLY:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. [SROA/SURPLUS PROVISIONS APPLY.](#)

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under the general direction of the Data Processing Manager III, this position is the project management office (PMO) specialist that will provide project management support for the department's information technology projects. The position will be the specialist performing analysis tasks in a team environment. The position will assist in developing project management methods, policies, procedures, and templates for the newly established PMO.

This position will provide project management assistance for information technology projects, including participating in the development of feasibility study reports, budget change proposals, and project planning documents. This position will conduct procurement and contracting activities, including market surveys; develop solicitation and contract documents; and manage contracts, deliverables, and invoices.

Other Information technology projects (and procurement & contracts related to these projects) this position will participate, in all or various phases, are:

- 1) Yountville Digital Radiology Project - Upgrade from chemical-film technology to digital technology for x-rays.
- 2) Yountville Digital Imaging Project – Digital imaging of all medical records.
- 3) Yountville Digital Dental Project – Upgrade from film to digital dental x-rays.
- 4) Wireless Technology Project – Implementation of wireless technology at the Veterans Homes.

The functional areas of responsibility are to: 1) provide information technology project management expertise information technology projects; 2) establish policies, procedures, and standards for a new PMO; 3) develop project management methods, tools, policies and procedures; 4) provide guidance and training to department project managers; and 5) conduct procurement and contracting activities.

Provide project management support for the department's information technology projects. The position will be the specialist performing analysis tasks in a team environment. The position will assist in developing project management methods, policies, procedures, and templates for the newly established PMO.

Provide project management expertise for information technology projects, including participating in the development of feasibility study reports, budget change proposals, and project planning documents.

Participate in information technology procurement and contracting activities, including request for proposals, statements of work, contracts, and other procurement and contracting related materials. Participate in vendor interviews and vendor evaluations. Track contractor time, deliverables, and expenditures. Prepare contractor performance evaluations and verify contractor deliverables against the Statement of Work.

Maintain the project management library for resource materials. Update resource materials when needed and maintain all resource libraries.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

Attn: Margaret Williams Ref: M80#204 08/09

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 204 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO 831-113-1470-014 RELEASED: 3.27.09